



Service Desk Informer

Providing Our Customers with Updates & Changes

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SERVICE DESK
410-260-7778



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Don't want to call?
Use our email option:

E-mail:
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IMPORTANT INFO

Transactions with a June 31 effective date will be posted in month 13.

Agencies post final year-end closing entries July 29, 2006.

Agencies have until July 29 to record all cash transfer, account receivable, accrued revenue, voucher payable, other payable, accrued expenditure and fixed assets transactions for fiscal year 2006.

All transactions applicable to fiscal year 2006 that are recorded in July should be processed with an effective date of June 31, 2006, or earlier.

Saturday batch cycles will continue through August 19, 2006.

Month of June Closing....

The month of June will remain open until your agency has sent their closing package to GAD. At that point, GAD will update their 25 Agency Control profile for FY 06. If you have any questions, please contact us.

Anyone who uses FMIS Security Forms Beware

As of 7/1/06, DBM Security Services will only accept FMIS Security forms (R*STARS, ADPICS, TESS, FOCUS Ad Hoc, & TERMINATION) that have the form date of 5/31/06. Any forms received from your agency dated before May 31, 2006 will be denied and returned to the agency. Please use the forms that are on the DBM web page and re-submit. Click on the link below or copy and paste this



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address into your web browser for a direct link to the forms:

http://www.dbm.maryland.gov/dbm_publishing/public_content/dbm_search/technology/asm/tocasmsecurityforms.html

If you have any questions, please contact the Service Desk at 410-260-7778.

New Fixed Asset Fields Added

As of June 21st, the following field has been added to the 72A, 73A and 72H screens:

Agy Trans To/From

This new field will assist GAD in tracking transfers throughout different agencies.

It is a required field when using the T10, T12 or T14 Fixed Asset T-Codes (Transfers In and Out). The agency that the asset is being transferred to (or from) is entered in this field and must exist in the D02 profile.

This new field will be displayed on the 72A Fixed Asset Descriptive Information screen. Unless the asset was transferred in, the 'Agy Trans To/From' field will be blocked. Otherwise, the field can be modified at any time until it is disposed.

This field will also be tracked on the 72H Fixed Asset History Information screen. It will display the old value, new value, date and user id who made the update/change.



Get Your Pay Stubs On-Line Now

The Comptroller's Office and the Central Payroll Bureau are excited to offer the new Payroll Online Service Center (POSC) to provide services that have been requested by state employees.

The system is designed for use by all State government active and recently retired employees who are / were paid by the Central Payroll Bureau; and for use by authorized State government payroll representatives. **To find out more and start using this service, look under *What's New* on the DBM homepage (www.dbm.maryland.gov) or the Employee Services page.**

First time users are required to execute the Sign Up process. This requires some personalized data and unique information from your most recent pay stub. This process will help you generate a Logon ID and Password that will be used each subsequent time you access the POSC.

The current release of POSC provides the following services:

- Online view and print of current pay stub information
- Online view and print of year end (Prior Year) pay stub information
- Ability to eliminate the Central Payroll Bureau printed copy of your pay advice
- Duplicate W2 data for the most recent (2) reporting years

A future release of POSC (late in 2006), the following services will be added:

- Online submission for Enrollment and / or Updates for Direct Deposit
- Online submission for Enrollment and / or Updates for Savings Bonds
- Online submission for Address Updates
- Online submission for Updates to your W4 Withholding

Upcoming Meetings

The next **PUG** meeting (Procurement User's Group) will be held on August 1, 2006 at 1:30 pm at MDOT HQ Testing and Training Conference room located at 7201 Corporate Center Drive, Hanover, MD.

The next **ADPICS Committee** meeting is September 12th at 1:30 PM, at SHA, 7005 Aviation Blvd, Glen Burnie, MD.

DAFRG260 HAS BEEN RESORTED

The G260 summary report has been resorted. This report compares prior year changes in revenue and expenditures with the current year. It has been changed to sort by COBJ instead of Agency. You can now select an

agency or range of agencies. SS1 options are A for agency, U for unit and B for Statewide.

Remember ...



If you leave a voice mail, make sure you give us your name (first and last), Agency, phone number, RMT ID if necessary, document ID and a **brief** description of the problem or question.

If your printer is printing out reports twice or printing out something that is not your Agency's, take it off-line or turn it off completely until we can get in touch with you. Don't waste paper.

You can always email us. Just make sure you give us your name, Agency, phone number and a brief description of the problem or question. If there is a specific document you need for us to review, please give us the document number as well.

Make sure you have something in the Subject Line of the email or it will not be delivered to us.

We will do our best to get in touch with you as soon as possible.

servdesk@dbm.state.md.us